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Documents Branch
CENTRAL INTELLIGENCE GROUP

20 January 1947

OFFICE MEMORANDUM NO 1

SUBJECT: Organization and Functions of Offices, Projects
and Sections

1. All previous directives pertaining to the organization and functions of Offices, Projects and Sections of this Branch are hereby rescinded.

2. Effective this date the organization as outlined in Annex 1 to this memorandum is hereby established.

3. Effective this date functions of subordinate offices, sections and projects are as established in Annex 2.

For the Chief, Documents Branch:



Adm. Officer

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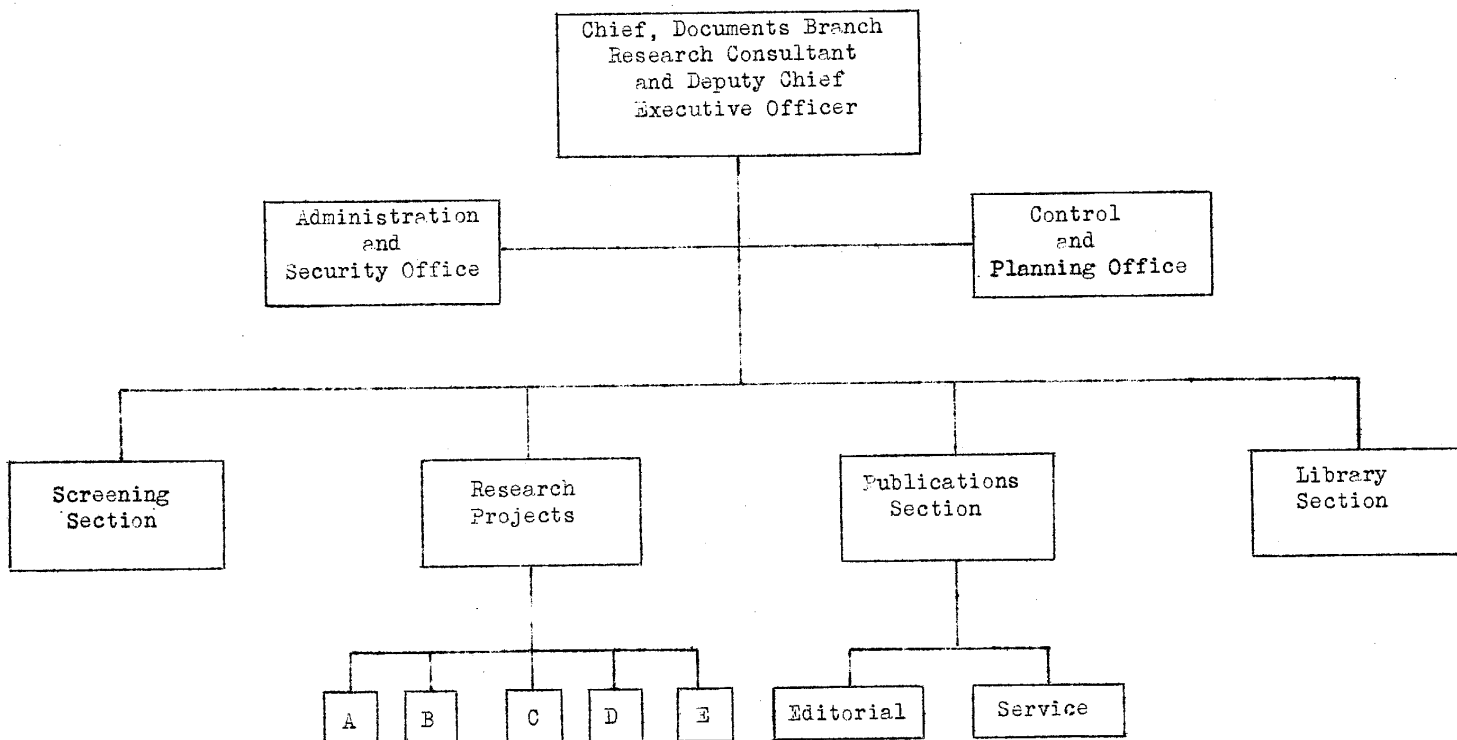
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ORGANIZATION CHART

Annex #1

Documents Branch



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Annex No 2

DETAILED FUNCTIONS OF SUBORDINATE SECTIONS
DOCUMENTS BRANCH

1. Office of the Chief, Documents Branch.

a. Responsible to the Assistant Director for Operations, CIG, for the fulfillment of the Documents Branch mission, performing functions listed below subject to CIG directives and policies.

b. Establishes policies and procedures necessary to carry out the mission.

c. Prescribes the organization and functions of subordinate offices, projects and sections.

d. Directs the assignment of personnel to subordinate offices, projects and sections.

e. Establishes priorities for work undertaken by Documents Branch.

f. Approves all summaries, translations and research projects prior to publication.

g. Recommends to OCD distribution lists for Documents Branch publications.

h. Responsible for all security matters pertaining to the Documents Branch.

2. Administration and Security Office

a. Performs personnel administration for the Army, Navy and Civilian components of the Documents Branch.

b. Maintains such statistical records as are necessary to present a clear picture of the personnel situation at all times.

c. Assigns personnel to projects and sections in accordance with the policies and decisions of Chief, Documents Branch.

d. Studies proper utilization of ancillary personnel making pertinent recommendations to Chief, Documents Branch.

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- e. Prepares studies of future personnel requirements.
- f. Exercises supervision over all security matters, insuring compliance with CIG regulations and recommending implementation of above regulations to meet local requirements.
- g. Publishes and maintains up to date Documents Branch Security Regulations.
- h. Maintains roster of duty personnel.
- i. Makes periodic inspection of organization to insure compliance with security regulations.
- j. Provides for supply and services.
- k. Controls allocation and utilization of space assigned to the Documents Branch.
- l. Maintains necessary liaison with administrative, supply and services, and security officers of CIG.
- m. Operates the Documents Branch message center.
- n. Maintains central correspondence files.

3. Control and Planning Office

- a. Continuously studies the internal organization of the Documents Branch and recommends necessary changes to the Chief, Documents Branch with the objective of improving the organization.
- b. Maintains the statistical records necessary for production and control and the preparation of progress reports.
- c. Prepares progress reports for use of the Chief, Documents Branch and for submission to Higher Echelons.
- d. Determines routing of all incoming Intelligence Publications and other background intelligence material to personnel of the Documents Branch.
- e. Receives from the Office of Collection and Dissemination all requirements for translations, loans of documents, and continuing document exploitation projects.
- f. Assigns action on each requirement as directed by Chief, Documents Branch.

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g. Maintains files of all requirements and records of action taken.

h. Allocates to and controls flow of work through Regional and Scientific Projects, and Publication Section.

i. Conducts technical liaison with State, War, and Navy Department agencies whenever necessary to clarify requests or to further continuing document exploitation projects.

j. Arranges conferences between Documents Branch linguists and analysts of CIG and other authorized agencies to scan documents of particular interest.

k. Maintains files of all Documents Branch and Washington Document Center publications.

4. Screening Section

a. Receives and assigns Documents Branch numbers to all incoming documents.

b. Sorts and abstracts documents of intelligence interest.

c. Sorts and consigns documents to Department of Commerce, to Library of Congress, and to storage.

d. Forwards documents with abstract slips to Library Section.

5. Library Section

a. Classifies, catalogues, labels and shelves all Foreign Language documents required by Documents Branch.

b. Fulfills requirements for loan of documents to Office of Collection and Dissemination or to personnel of Documents Branch.

6. Regional Projects

a. Summarize or translate documents pertaining to its assigned geographical area, except scientific and technical documents.

b. Perform such exploitation projects as are required.

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c. Check all summaries, translations and research reports to insure equation of meaning between original documents and completed work.

d. Maintain indexes of documents pertaining to it assigned area in accordance with the Basic Intelligence Directive.

e. Maintain card files of industrial information to meet intelligence requirements of using agencies.

7. Scientific Project

Performs same functions as those assigned to the Regional Projects with respect to Scientific and Technical documents only.

8. Publication Section

a. Edits abstract slips for accession lists.

b. Edits all translations, research reports, and other products of Documents Branch to insure editorial correctness without modification of meaning contained in original documents.

c. Prepares makeup and layout of material in consultation with Project Chiefs and the Research Consultant.

d. Reproduces, within the limits of available facilities, the reports, translations, accession lists, and other publications in the forms and quantity necessary to fulfill requests.

e. Maintains liaison with the Central Intelligence Group reproduction facility for the purpose of obtaining types of reproduction not possible with Documents Branch facilities.

f. Acts as a staff advisory section to the Chief Documents Branch on any publications matters.

g. Maintains a typing pool and allocates typing work in order to most efficiently use this type of personnel.

h. Prepares maps, charts, and tables required in reproduction of its publications.

i. Proofreads and rechecks all material before reproduction.

j. Services Documents Branch with forms, bulletins, etc. required in Branch Operations.

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